

Appendix C: Action Vocabulary

Note: Shortcut keys are indicated in mixed case (i.e., as they would appear in the application), rather than in all caps.

<u>Term</u>	<u>Mnemonic/Shortcut Key</u>		<u>Action Performed</u>
Add	--	----	Adds a new item to a set of items.
Again	--	----	Repeats the last operation.
Always on Top	T	----	Sets a window to always be on top of its parent window and any other child windows of the parent.
Append	--	----	Adds a new item to the end of a set of items.
Apply	A	----	Executes any changes made in a window but does not close the window.
Archive	--	----	Compresses a file for storage or transmission.
Cancel ¹	--	----	Closes a window without executing any changes made in the window.
Cascade	--	----	Arranges MDI child windows in a cascade format.
Check Spelling	--	----	Checks the spelling of the words in a file and identifies those that are misspelled.
Clear	E	----	Removes an object from its location without copying it to the clipboard; does not compress the remaining space.
Close (in a Control menu)	C	Alt+F4	

¹ Cancel is used in a window when the settings selected by users are reversible (i.e., not saved when the window is removed from the screen). Close is used in a window when the settings are saved, when a new state has been defined, or when new data have been generated as a result of selections made in the window.

Ctrl+W (in a document window)		
Dismisses a window; requests confirmation if unsaved changes have been made.		
Close (in a File menu)	C	----
Dismisses a window; requests confirmation if unsaved changes have been made.		
Compare	--	----
Displays information on multiple items in a set of items.		
Contents	--	----
Displays a list of contents (e.g., Help topics, a Web document).		
Copy	C	Ctrl+C Ctrl+Insert (optional)
Stores a copy of an object in the clipboard without removing the object from its original location.		
Copy Link	K	----
Copies a link of an object to the clipboard without removing the object from its original location.		
Create Shortcut	S	----
Creates a shortcut icon of a file.		
Cut	T	Ctrl+X Shift+Delete (optional)
Stores a copy of an object in the clipboard, and removes the object from its original location.		
Defaults	--	----
Restores the settings in a window to a default state defined by the application.		
Delete (in an Edit menu)	D	Ctrl+D
Removes an object from its location without copying it to the clipboard; compresses the remaining space.		
Delete (in a File menu)	--	----
Removes a file from a storage device; requests confirmation prior to deletion.		
Deselect All	L	Ctrl+\
Deselects all of the objects in a collection.		
Down	--	----
Navigates to the child of the current page in a Web application.		
Duplicate	--	----
Creates a copy of an object.		

Edit	E	----
Edits an item in a set of items.		
Execute	--	----
Performs a function, procedure, or process associated with the window.		
Exit	X	----
Closes all windows in an application and ends processing by the application; requests confirmation if unsaved changes have been made.		
Export	--	----
Writes the contents of one file to another file.		
Find	F	----
Searches for an item or object that matches criteria specified by the user.		
First	--	----
Displays the first page of information.		
Group	--	----
Joins individual objects into a single object.		
Help	H	----
Displays help information for an application window.		
Hide	H	----
Removes elements (e.g., toolbar, status bar) from a window.		
Home	--	----
Navigates to the home page in a Web application.		
Import	--	----
Reads the contents of one file into another file.		
Index	--	----
Displays an index (e.g., Help topics, a Web document).		
Insert	I	----
Adds an item to a specific location within a set of items.		
Last	--	----
Displays the last page of information.		
Logout	--	----

On <AppName>	A	---
Launches browser-based application help for <AppName>.		

On Item	O	Shift+F1 Shift+Help	Invokes context-sensitive help mode in the window.
Open	O	Ctrl+O	Opens an existing file or document; prompts the user for the file name if more than one can be opened. Clears existing data from the client area if the current window will be used; requests confirmation if unsaved changes have been made.
Page Setup	R	----	Specifies the printer and settings for a print job.
Paste	P	Ctrl+V Shift+Insert (optional)	Copies the object in the clipboard to a new location.
Paste Link	L	----	Pastes a link of an object in the clipboard to a new location.
Pause	P	----	Suspends a process; used in combination with Resume.
Previous	--	----	Navigates to the previous page in a Web application or to the previous item in a set of items.
Primary Copy	--	Alt+Ctrl+C Alt+Ctrl+Insert (optional)	Copies an object to the destination.
Primary Link	--	----	Places a link from an object to the destination.
Primary Move	--	Alt+Ctrl+X Alt+Shift+Delete (optional)	Moves the selected object(s) to the destination.
Print	P	Ctrl+P	Prints the contents of a file, selection, or object.
Properties	P R	Ctrl+I (in Motif) Alt+Return (in MS Windows)	Displays the properties of an object or collection of objects.
Put in Workspace	T	----	

Redo	R	Shift+Alt+Backspace
Returns an object to its state after the last operation was performed.		

Rename	--	----
Renames a file; does not affect the contents of the file.		

Replace	--	----
Replaces an item or object with a different item or object specified by the user.		

Reset	--	----
Restores the settings in a window to their state at the last time a change was applied. If no changes were made, restores the settings to their state when the window was first opened.		

Resume	R	----
Resumes a process; used in combination with Pause.		

Revert	--	----
Replaces the current file with the version that was most recently saved.		

Save As	A	----
Saves the current file under a new name without removing its contents from the client area; prompts the user for the new name and requests confirmation if a file already exists with the same name.		

Search	--	----	
Navigates to a page for performing keyword searches in a Web application.			
Select All	S	Ctrl+/, (in Motif)	
	A	Ctrl+/, (in MS Windows)	
Selects all of the objects in a collection.			
Select On	--	----	
Selects a set of items based on criteria specified by the user.			
Show	S	----	
Displays elements (e.g., toolbar, status bar) in a window.			
Size	S	Alt+F8	
Changes the size of the window in the direction indicated by the pointer.			
Sort	S	----	
Arranges a set of items in an order specified by the user.			
Split	P	----	
Splits a window into panes.			
Start	--	----	
Begins or turns on a process.			
Stop	S	----	
Ends or turns off a process.			
Tile	--	----	
Arranges MDI child windows in a tiled format.			
Top	--	----	
Navigates up several levels above the current page in a Web application.			
Undo <Action>	U	Ctrl+Z	
		Alt+Backspace (optional)	
Reverses the most recently executed action. Undo is displayed alone if it reverses only the most recently executed action; the specific action (i.e., <Action>) is identified if the Undo can reverse a series of previous actions.			
Ungroup	--	----	
Separates a grouped object into individual objects.			
Unmark	--	----	
Removes the annotation that an item has been selected.			

Unoccupy Workspace U ----

Removes a window from the current workspace.

Up -- ----

Navigates to the parent of the current page in a Web application.

Update -- ----

Checks the status of a process and displays the updated information.

View V ----

Displays the contents of an item.

Yes Y ----

Indicates an affirmative response to a question and dismisses the window containing the question.